

## INSTRUCTIONS ON COUNTING THE NUMBER OF REGISTERS IN YOUR STORE

As part of the authorization/renewal process, vendors must identify the TOTAL number of registers in their store(s) and specify this number where indicated on the application. When counting the registers, please remember that:

- Register is defined as a mechanical, electrical, scanning, or computerized device used in a store in order to record sales in exchange for money or other negotiable instruments including food instruments.
- You must count all registers, whether they are used full time or occasionally.
- You must count the total number of registers in each kiosk (business within the store such as cell phone, jewelry, clothing, etc.).
  - You do not count a specialty location (e.g. deli) if it does not have a register (e.g. if the customer must take the items to a different register to purchase).
  - You do not count an ATM or a bank, whether or not it has a separate register.

Below are some examples of register locations and how you must count them. This does not include all possible register locations.

### Number of registers

### Locations where registers might be located:

5

Front of store

3

Self check out (each register counts as one)

0

Hot foods to go - Deli

1

Pharmacy

0

Floral

0

Photo

2

Customer service

1

Bakery

0

Meats/butcher

3

Kiosks (you must include the total number of registers in each kiosk).

0

Other

15

**TOTAL** number of registers in your store.